

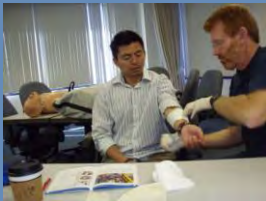


# SAFETY ALERT

INFORMATION FOR CONTINUOUS SUPERVISOR EDUCATION

A Publication of the Division of Labor Relations, Office of Safety and Staff Development

Safety Alert  
11-07



**SLOW  
FOR THE  
CONE  
ZONE**  
CALTRANS

HEADQUARTERS  
OFFICE OF  
SAFETY

(916) 227-2640

**ISSUE DATE:** October 2011

**INCIDENT TYPE:** Employee Health Concern

**THE INCIDENT:** A Caltrans employee complains to their supervisor about feeling chest and arm pain. When the supervisor suggests calling 9-1-1, the employee rejects the need for emergency care and instead, leaves work and drives off in a personal vehicle.

**DISCUSSION:** When an employee notifies a supervisor of a potentially serious health concern or is injured on the job, it then becomes the supervisor's responsibility to arrange appropriate medical care. When dealing with any incident with classic symptoms of heart attack—as in the example above—it is crucial to:

- 1) Call 911 immediately (*even if the employee is opposed to immediate medical care*).
- 2) Call for help from the volunteer First Aid Team. They may assist directly or just remain nearby in case of need.
- 3) Call the Building Manager's office to facilitate meeting the emergency responders outside and to escort them to the employee in need.
- 4) Clear the immediate area of excess personnel to allow for reasonable privacy. Everyone should leave the area once the emergency responders take over.

If the employee leaves before medical help arrives, document the circumstances. Never physically detain an employee. Remember, the extent of an employee's medical condition is unknown and information of a personal nature is confidential and should not be assumed.

It is the supervisor's highest priority to facilitate prompt medical care. However, an employee can refuse medical treatment when dealing with emergency personnel or upon arrival at a medical facility.

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**Safety Alert  
11-07****HEADQUARTERS  
OFFICE OF  
SAFETY****(916) 227-2640****RECOMMENDED ACTIONS:**

1. If an employee suffers a serious injury, chest pain, or appears to have a life threatening health issue—call 9-1-1 immediately.
2. If an employee is injured on the job or becomes ill (not serious or life threatening), take the employee to a Caltrans approved Occupational Medicine Clinic or to the employee's pre-designated physician (*pre-designation form PMS-0942 must be on file*).  
*Note: An alternate supervisor can be assigned to accompany the injured employee when it is deemed necessary.*
3. If an employee reports to work ill or develops symptoms that may not be work related (i.e. fever, headache, nausea, etc.), and is not well enough to remain in the workplace, then:
  - (a) Offer to take them to the clinic or doctor;
  - (b) Release them to a family member  
(*Use the emergency contact list if necessary*); or
  - (c) Arrange for transportation home or to a medical facility.

***For all potentially work related injuries/illnesses,  
follow the workers' compensation procedures found in  
Chapter 10 of the Safety Manual or online at  
[http://admin.dot.ca.gov/hr/HEALTHSAFETY/Safety/safetymanual\\_toc.shtml](http://admin.dot.ca.gov/hr/HEALTHSAFETY/Safety/safetymanual_toc.shtml)***

**Medical Information Resources:**

[http://www.americanheart.org/HEARTORG/Conditions/HeartAttack/Heart-Attack\\_UCM\\_001092\\_SubHomePage.jsp](http://www.americanheart.org/HEARTORG/Conditions/HeartAttack/Heart-Attack_UCM_001092_SubHomePage.jsp)

<http://www.cdc.gov/features/heartmonth/>

